

A.D. 6.14, Security Risk Groups

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1. Policy. The Department of Correction shall identify, monitor and control security risk groups and their members.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standard 3-4135.
 - C. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-4C-08.
 - D. Administrative Directives 6.10, Inmate Property; 9.2, Inmate Classification; 9.4, Restrictive Status; 9.5, Code of Penal Discipline; 9.12, Inmate Privileges and Responsibilities; and 10.7 Inmate Communications.
3. Definition. For the purposes stated herein, the following definitions apply:
 - A. Close Custody Unit for Security Risk Groups. An inmate housing area located at designated facilities wherein Security Risk Group Safety Threat Members are placed.
 - B. Close Monitoring Unit. An inmate housing area located at designated facilities wherein Security Risk Group Members are placed.
 - C. Hearing Officer. A person assigned by the Commissioner or designee to act as the decision maker in Security Risk Group member hearings, Security Risk Group Safety Threat member hearings, Disciplinary hearings and/or any other inmate related hearing as designated.
 - D. Reviewer. A person assigned by the Unit Administrator to assess all information relating to alleged security risk activity.
 - E. Security Risk Group. A group of inmates, designated by the Commissioner, possessing common characteristics which serve to distinguish them from other inmates or groups of inmates and which as a discrete entity poses a threat to the safety of staff, the facility, other inmates or the community.
 - F. Security Risk Group Member. An inmate specifically determined to be a member of a security risk group in accordance with this directive.
 - G. Security Risk Group Safety Threat Member. An inmate whose activity, behavior, status as a recognized Security Risk Group Leader, and/or whose activity, behavior or involvement in an event associated with a Security Risk Group jeopardizes the safety of the public, staff or other inmate(s) and/or the security and order of the facility.
4. Security Risk Group Identification. The Unit Administrator shall report any incident, activity or information which suggests the existence of a Security Risk Group to the Director of Security. The Director of Security shall assess the activities of inmates who may constitute a Security Risk Group. The Director of Security shall control the collection, maintenance and dissemination of information regarding Security Risk Groups.
 - A. Recommendation Factors. The Director of Security shall consider the following factors when recommending designation of a Security Risk Group. These factors include, but are not limited to: (1) history and purpose of the group; (2) organizational structure of the group; (3) propensity for violence by the group or its

individual members; (4) specific violent acts or intended acts of violence that can be reasonably attributed to the group as an entity; (5) specific illegal or prohibited acts, to include the intention or conspiracy to commit such acts, that can be associated with the group as an entity; (6) demographics of the group to include group size, location, patterns of expansion or decline of group membership; and (7) the degree of threat to community or facility security.

- B. Designation. The Director of Security shall evaluate all information suggesting the existence of a Security Risk Group. When sufficient information suggests the existence of a Security Risk Group, the Director of Security shall present the findings and supporting documentation to the Commissioner. The Commissioner shall be the approving authority to designate a Security Risk Group in accordance with the factors set forth in Section 4(A) above.
 - C. Notification of Designated Security Risk Groups. A list of designated Security Risk Groups shall be posted in inmate housing areas and/or common areas within the facility. The lists shall be updated as modifications occur.
5. Group Monitoring. The Unit Administrator shall ensure the ongoing monitoring and reporting of Security Risk Group activities to the Director of Security. Such monitoring and reporting shall include organizational structure, chain of command, bylaws, creed, names and titles of individual inmates connected with Security Risk Groups and identifying colors, tattoos, hand signals or other common identifiers. Monitoring shall include information on the relationships of Security Risk Group members both within the unit and the Department as well as reports on all factors listed in Section 4(A) above.
6. Designation of a Security Risk Group Member. An inmate shall be designated as a Security Risk Group Member under the following conditions.
- A. When there is reason to believe that an inmate is a Security Risk Group Member, the Unit Administrator or designee shall initiate the process for designation of an inmate as a Security Risk Group member by following the notice and hearing procedures set forth under Administrative Directive 9.5, Code of Penal Discipline except that form CN 61401 and page one of CN 61402 shall be provided as notice to the inmate. A hearing shall be held and presided over by a Hearing Officer. When the Hearing Officer has some evidence to show that an inmate is affiliated with a Security Risk Group, the inmate shall be designated as a Security Risk Group member. A completed copy of page two of CN 61402 shall be given to the inmate upon completion of the hearing.

The Hearing Officer shall notify the inmate in writing of the inmate's designation as a Security Risk Group Member, utilizing form CN 61405, Notification of Decision. The Hearing Officer shall forward a copy of all relevant material used to decide an inmate's designation as a Security Risk Group Member to the Unit Administrator. The Unit Administrator shall notify the Director of Offender Classification and Population Management and the Director of Security. All documentation indicating security risk group membership shall be forwarded to the Director of Security. A photocopy of the inmate's picture and visiting list shall be attached. The Director of Security shall ensure the designation is noted on the RT46 and RT50 computer screens.

- B. An inmate shall also be designated as a Security Risk Group Member when the inmate is found guilty on the charge of Security Risk Group Affiliation, Section 10(U), in accordance with Administrative Directive 9.5, Code of Penal Discipline. No

hearing other than the one provided for in Administrative Directive 9.5, Code of Penal Discipline, shall be required when such designation is based on violation of Administrative Directive 9.5, Section 10(U). In addition to any notification requirement in accordance with Administrative Directive 9.5, Code of Penal Discipline, the Hearing Officer shall notify the inmate in writing of the inmate's designation as a Security Risk Group Member, utilizing form CN 61405, Notification of Decision.

7. Management. The Deputy Commissioner of Operations shall designate Close Monitoring Units within selected Level 3 and 4 facilities for the purpose of managing Security Risk Group Members. An inmate designated as a Security Risk Group Member shall be managed as follows:

- A. Classification. The inmate shall be classified Level 3 or higher in accordance with Administrative Directive 9.2, Inmate Classification.
- B. Work or Program Assignments. An inmate assigned to a work assignment shall be limited to service jobs within the Unit. No seven (7) day job credit shall be allowed.

Program opportunities shall be provided in-cell/unit or separate from the general population in a secure area. The Unit Administrator shall submit a program plan to the Deputy Commissioner of Operations for approval. For a Level 4 facility no greater than 25 percent (25%) of the capacity of each unit shall be allowed out of cell to participate in work and/or programs at one time.

For a Level 3 facility no greater than 50 percent (50%) of the capacity of each unit shall be allowed out of cell to participate in work and/or programs at one time.

- C. Extended Family Visiting. Extended family visiting shall be prohibited.
- D. Outstanding Meritorious Good Time (OMGT). OMGT awards shall not be granted.
- E. Good Time Restoration. Restoration of forfeited good time shall not be permitted in accordance with Administrative Directive 9.5, Code of Penal Discipline.
- F. Privileges. Privileges may be allowed in accordance with Administrative Directive 9.12, Inmate Privileges and Responsibilities.
- G. Visits. Visits shall be non-contact, where possible, and separate from General Population visits.
- H. Movement.
 - 1. Out of Cell Within Unit. For Level 4 facilities no greater than 25 percent (25%) of the capacity of a unit shall be allowed out of cell at one time. For Level 3 facilities no greater than 50 percent (50%) of the capacity of a unit shall be allowed out of cell at one time.
 - 2. Out of Unit. Out of unit other than to adjacent recreation area, inmates shall be escorted.
- I. Searches. Random cell and living area searches shall be conducted on a daily basis. Each cell shall be searched at least once every seven (7) days.
- J. In Cell Observation. Direct observation by a Correctional Officer shall not be less frequently than every 30 minutes. Living breathing flesh shall be observed.
- K. In Cell Restraint Status. In cell restraints shall not be allowed.
- L. Mail. All mail shall be handled in accordance with Administrative Directives 6.10, Inmate Property and 10.7, Inmate Communications.
- M. Telephone. All inmate telephone calls shall be in accordance with

Administrative Directive 10.7, Inmate Communications.

- N. Inmate Property. Shall be in accordance with Administrative Directive 6.10, Inmate Property.
 - O. Inmate Accounts. The Unit Administrator shall monitor the inmate's account activity.
 - P. Recreation. Recreation shall be authorized to include, at a minimum, one (1) hour per day, five (5) days a week in a controlled area.
 - Q. Showers. Inmates will be allowed to shower daily.
 - R. Food Service. Regular meals shall be provided. Inmates will be fed in their respective housing units. Unless fed in cell, at Level 4 facilities only 25 percent (25%) of each housing unit, and at Level 3 facilities only 50 percent (50%) of each housing unit will be released at any given time. Feeding schedules will alternate on a day to day basis.
8. Appeal of Security Risk Group Membership Designation. An inmate designated as a Security Risk Group Member may appeal the designation in writing to the Unit Administrator or designee within 15 days of the notice of decision in accordance with Administrative Directive 9.5, Code of Penal Discipline.
9. Designation of Inmate as a Security Risk Group Safety Threat Member. An inmate shall be designated a Security Risk Group Safety Threat Member when.
- A. The inmate falls within the provisions of Administrative Directive 9.5, Code of Penal Discipline, Section 8(G)(2) or 8(G)(3).
 - B. The Hearing Officer has some evidence to show that the inmate, whether previously or currently designated as a Security Risk Group Member or Security Risk Group Safety Threat Member or not, has engaged in behavior associated with a Security Risk Group or is a leader of a Security Risk Group and such behavior or status presents a threat to the safety of the community, staff, facility, other inmates or the order of the Department.
- In making a designation under Section 9(B), the following procedure shall be followed. The Unit Administrator or designee shall initiate the process for designation of an inmate as a Security Risk Group Safety Threat Member by following the notice and procedures as set forth under, Administrative Directive 9.5, Code of Penal Discipline, except that form CN 61403 and page one of CN 61402 shall be provided as notice to the inmate. When the Hearing Officer has some evidence to show that an inmate is a Security Risk Group Safety Threat Member, the inmate shall be so designated. A completed copy of page two of form CN 61402, Inmate Security Risk Group Safety Threat Determination shall be given to the inmate upon completion of the hearing. Any inmate housed in a Level 3 facility or below shall be transferred to a Level 4 or 5 facility and/or shall be placed on Administrative Detention in accordance with Administrative Directive 9.4, Restrictive Status, prior to initiation of the hearing.
- Prior to initiating any Security Risk Group Safety Threat Member hearing a designated staff member from the facility investigating the Security Risk Group Safety Threat recommendation shall confer with the Director of Security or designee.
10. Notification of Decision. The Hearing Officer shall notify the inmate and the Unit Administrator of the decision regarding the Security Risk Group Safety Threat Member hearing, utilizing form CN 61405, Notification of Decision. The notification shall inform the inmate of the appeal process. The Unit Administrator shall notify the Director of Security and the Director of Offender Classification and Population Management when an inmate has been designated as a Security Risk Group Safety Threat Member and shall arrange transfer of the inmate to a Level

4 Close Custody Unit if appropriate. All original paperwork regarding the designation of any inmate as a Security Risk Group Safety Threat Member shall be forwarded by the Unit Administrator to the Director of Security.

11. Appeal of Security Risk Group Safety Threat Membership Designation. An inmate designated as a Security Risk Group Safety Threat Member may appeal the designation in writing to the appropriate Unit Administrator within 15 days of the notice of decision in accordance with Administrative Directive 9.5, Code of Penal Discipline.
12. Administrative Segregation Placement. Placement of an inmate in a Close Custody Unit shall not preclude placement in Administrative Segregation. Upon successful completion and removal from the Administrative Segregation program in accordance with Administrative Directives 9.2, Inmate Classification and 9.4, Restrictive Status, a designated Security Risk Group Safety Threat Member shall enter the Close Custody program for Security Risk Groups.
13. Inmate Records. An inmate's designation as a Security Risk Group Member or as a Security Risk Group Safety Threat Member shall be recorded in the inmate's Master file and identified on the RT46, RT50 and RT77 computer screens.
14. Readmitted Inmate. An inmate discharged from the Department while designated as a Security Risk Group Member or Security Risk Group Safety Threat Member shall be readmitted in the same status. The inmate's status shall be reviewed within 90 days of readmission. The Unit Administrator shall notify the Director of Security and the Director of Offender Classification and Population Management of any Security Risk Group Member or Security Risk Group Safety Threat Member's readmission.
15. Management Of a Security Risk Group Safety Threat Member. An inmate designated as a Security Risk Group Safety Threat Member shall be managed as follows:
 - A. Housing. Placed in a Level 4 Close Custody Unit.
 - B. Movement Phase I.
 1. Out of cell or secured area within housing unit - not more than eight (8) inmates including janitors/tierman allowed out of cell at one (1) time.
 2. Out of cell or secured area when on restraint status - restraints shall not be authorized unless for movement to Restrictive Housing.
 3. Out of unit other than to adjacent recreation area - inmate shall be escorted, at a minimum, by one (1) staff member for every three (3) inmates.
 - C. Movement Phase II and III. Out of cell movement for an inmate engaged in the approved Close Custody phase II and III program may be relaxed at the discretion of the Unit Administrator and consistent with the program model.
 - D. Searches. Cell and living area searches shall be conducted at least once every seven (7) days.
 - E. In Cell Observation. Direct observation by a Correctional Officer shall not be less frequently than every 30 minutes. Living breathing flesh shall be observed.
 - F. In Cell Restraint Status. In cell restraints shall not be allowed.
 - G. Mail. All mail shall be handled in accordance with Administrative Directives 6.10, Inmate Property and 10.7, Inmate Communications. No more than five (5) letters may be retained per inmate in the cell.
 - H. Telephone. All inmate telephone calls shall be in accordance with

Administrative Directive 10.7, Inmate Communications. A maximum of three (3) 15 minute telephone calls per week may be allowed, exclusive of privileged communication. All calls must be approved by a supervisor. Phone calls shall be recorded and may be listened to directly. Upon written request, an authorized call to a privileged correspondent shall be arranged to preclude recording or listening.

- I. Inmate Property. Shall be in accordance with Administrative Directive 6.10, Inmate Property.
 - J. Inmate Accounts. The Unit Administrator shall monitor the inmate's account activity.
 - K. Classification. Classification shall be in accordance with Administrative Directive 9.2, Inmate Classification.
 - L. Work Assignments. Work assignments shall be limited to cleaning and food service jobs within the Unit.
 - M. Program Assignments. Program opportunities shall be provided in-cell/unit or separate from the general population in a secure area. The Unit Administrator shall submit a program plan to the Deputy Commissioner of Operations for approval.
 - N. Recreation. Recreation shall be authorized to include one (1) hour per day, five (5) days a week in a controlled area.
 - O. Showers. Three (3) showers with a 15 minute limit shall be allowed weekly.
 - P. Food Service. Regular meals shall be provided.
 - Q. Visits. Two (2) non-contact visits per week shall normally be allowed. No extended family visits shall be allowed. Legal visits will be allowed as needed and approved by the Unit Administrator or designee. Additional non-contact or contact visits may be authorized by the Unit Administrator based upon an individual's successful program participation.
 - R. Sentence Credits. Statutory Good Time credits shall not be authorized. Outstanding Meritorious Good Time award shall not be granted.
 - S. Good Time Restoration. Restoration of forfeited good time shall not be permitted in accordance with Administrative Directive 9.5, Code of Penal Discipline.
16. Change in Security Risk Group Safety Threat Member Designation. All written appeals from the inmate, within the allotted 15 days from the notice of designation as a Security Risk Group Safety Threat Member, shall be handled by the appropriate Unit Administrator or designee in accordance with Section 9(C) above. The Unit Administrator shall consult with the Director of Security prior to granting an inmate's appeal of such designation. The Unit Administrator shall have authority to grant appeals only until the initial appeal process is completed. Thereafter, the Director of Security shall review any inmate's designation as a Security Risk Group Safety Threat Member as new information requires, or at least every six (6) months, to determine whether the inmate should remain in this status utilizing form CN 61406, Security Risk Group Safety Threat Member Six Month Review. Any recommended change in the inmate's status shall be forwarded to the Director of Security and submitted to the Commissioner/Deputy Commissioner of Operations for action. The Director of Security shall notify the Director of Offender Classification and Population Management, the appropriate Unit Administrator and the inmate of any changes in the inmate's designated status.
17. Security Risk Group Renunciation. An inmate identified as a member of a Security Risk Group but who is not a Threat Member, may submit a letter to the Unit Administrator to request removal from such designation. The Unit Administrator or designee shall interview the inmate to determine the validity of the request and have the inmate sign the Security Risk Group Renunciation form, CN 61404. When the Unit Administrator, in consultation with the Director of Security, reasonably determines the inmate has discontinued unauthorized associations and activities, the

Unit Administrator may approve a change in designation and forward a written copy of the decision, along with any related information to the Director of Security. The designation shall be removed by the Security Division on the RT46, RT50 and RT77 screens upon approval from the Director of Security. The inmate's Security Risk Group file shall be kept in an inactive file in the Security Division for future reference.

18. Redesignation. An inmate redesignated as a Security Risk Group Member in accordance with this Directive, after having been allowed to renounce membership, shall not be allowed to renounce again without authorization of the Commissioner. The Director of Security shall reactivate the file which shall be maintained on the RT46 and RT50 screens.
19. Movement. The Director of Offender Classification and Population Management shall notify the Director of Security and the receiving Unit Administrator prior to the movement of any known Security Risk Group Safety Threat Member.
20. Discharge of a Designated Inmate. The Unit Administrator or designee of the discharging facility, shall notify the Director of Security when a Security Risk Group Member or Security Risk Group Safety Threat Member is scheduled for discharge to the community. The Director of Security shall notify the appropriate local law enforcement and State Police, providing a profile of the released inmate.
21. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.